

24 JUN 1974

MEMORANDUM FOR: Administrative Officer, DCI  
Special Support Assistant to the DD/M&S  
Deputy for Administration, DDI  
Executive Officer to the DD/M&S  
Chief, Administrative Support Staff, DD/S&T

SUBJECT : Nonduty Hours Chauffeur Service

REFERENCE : Memo dtd 5 Jun 74 to Multiple Adse fm  
C/LSD/OL, same subject

1. The response from each addressee to the reference stated that no regular requirement exists for chauffeur service for nonduty hours and that the proposal to provide chauffeur service from 0700 hours to 2000 hours Monday through Friday and 0800 hours to 1400 hours on Saturday is acceptable. It is understood that chauffeur service remains available on request by prior arrangement with the Motor Pool Branch, Logistics Services Division, Office of Logistics. In addition, two U-drive-it vehicles will be available during nonduty hours through the Operations Center.

2. Change in the present system will take place on 29 June 1974. The cooperation of all concerned is appreciated.

/s/ Michael J. Malanick

Michael J. Malanick  
Director of Logistics